



Missouri Community Service Commission

Bylaws

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Article I – Name

Section A: The name of this organization shall be, The Missouri Community Service Commission, hereafter referred to in this document as the “Commission”.

1: The Commission is, by statute, created within the office of the governor, and may, by executive order, be assigned to any executive department or statewide elected official.

Article II - Mission & Implementation

Section A: The Commission is established to make community service the common expectation and experience of all Missourians, with a special concentration on Missouri’s young people. The Commission shall focus its efforts primarily on issues related to education, public safety, human needs, homeland security and the environment.

1: The Commission shall promote the ethic of civic responsibility in Missouri and seek to involve and enroll citizens in service opportunities that benefit Missouri while offering citizens skills that can be used to further their own plans for education, for a career, or for continuing community services. The Commission shall build on the existing organizational framework of state, local and community based programs and agencies to expand full-time and part-time community service opportunities for all citizens, but particularly Missouri’s youth.

2: The Commission will promote partnerships among National Service programs, coalitions and collaborative efforts among nonprofit organizations, state and local agencies, foundations, volunteer agencies, businesses, labor, education, and the public by building on existing organizational frameworks to expand full-time and part-time service opportunities.

Section B: The Commission shall act to engage Missouri in the national service initiative established by the National and Community Service Trust Fund Act of 1993, and any re-authorizations thereof.

Article III - Commission Membership

Section A: The Commission shall be comprised of not less than fifteen, but not more than twenty-five voting members and such ex officio members as the Governor may appoint.

1: Members shall include the following voting members:

- a:** A representative of local government;
- b:** The director of the department of elementary and secondary education, or the designee of such person;
- c:** An individual with experience in promoting the involvement of older adults in service and volunteerism;
- d:** A representative of a national service program;
- e:** An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth;
- f:** An individual between the ages of sixteen and twenty-five years who is a participant in or supervisor of a service program for school age youth, or a campus-based or national service program;
- g:** A representative of community-based agencies or organizations in the state;
- h:** A representative of labor organizations;
- i:** A member representing the business community.

2: The governor, with the advice and consent of the senate, shall appoint Members.

- a:** The Commission may make suggestions for the appointment and reappointment of members to the office of the governor.
 - i:** Any suggested appointments by the Commission shall reflect the race, ethnicity, age, gender, and disability characteristics of the population of the state as a whole.
 - b:** The Commission may take into account a member's attendance record and overall contribution to the effective functioning of the Commission when suggesting re-appointments to the officer of the governor.

3: The governor may appoint any number of other nonvoting, ex officio members who shall serve at the pleasure of the Governor.

a: A representative of the Corporation for National and Community Service shall serve as a nonvoting, ex officio member.

b: It shall be recommended to the Governor that the executive departments of Conservation, Economic Development, Health, Higher Education, Labor & Industrial relations, Natural Resources, Public Safety, and Social Services shall be represented as ex officio members.

c: The Chair, at his discretion, may invite to any meeting of the Commission such person or agency representative that he may believe either would be able to provide information to the Commission to aid it in its duties or would benefit from observing the actions of the Commission.

i: Any member of the Commission may recommend to the Chair such person or representative whom the Commission member would like to be invited.

Section B: No more than 25% of voting members may be employees of the State, and no more than 50% plus one of the voting members shall be members of the same political party.

Section C: Voting members shall serve renewable terms of three years.

1: A Commission member may resign at any time by giving written notice to the Chair and the Office of the Governor.

a: If a Commission vacancy occurs, the governor shall appoint a new member to serve for the remainder of the term. Vacancies shall not affect the power of the remaining members to execute the Commission's duties.

b: It shall be recommended by the Commission that vacancies must be filled by a person in the same capacity as the person being replaced.

2: Any member who fails to attend at least 50% of the Commission's regularly scheduled meetings over the course of one year may, by majority vote of Commission members in attendance at a regular or special meeting at which a quorum is present, be recommended for removal by the Governor from the Commission and their seat declared vacant.

a: Excused absences may be granted by the Commission Chair for extenuating personal or professional circumstances.

Section D: The members of the Commission shall receive no compensation for their services, but shall be reimbursed for ordinary and necessary expenses incurred in the performance of their duties.

1: Ordinary and necessary expenses shall include mileage to and from Commission meetings, and reasonable meal and accommodation costs in conjunction with said meetings, or other directed Commission activities, with "reasonable" defined by the standard reimbursement policies of the Office of Administration.

Section E: All voting Commission members, and the Executive Director, shall annually file proper financial disclosure statements with the Missouri Ethics Commission as required by state statute. Failure to file such statements may be grounds for a recommendation for removal from the Commission.

Section F: All voting Commission members must follow federal provisions regarding conflict of interest.

Article IV - Duties & Responsibilities of the Commission

Section A: To ensure that all funding decisions meet all federal and state statutory requirements.

Section B: To prepare for this state an annual national service plan that follows state and federal guidelines.

1: Submit all plans and reports as required by the Corporation for National and Community Service or such other funding sources as appropriate.

Section C: To recommend innovative statewide service programs that promote and increase volunteer participation among community-based organizations and all ages, not limited to any ethnic, racial, or uniquely-abled individual or group.

Section D: To utilize local, state, and federal resources to initiate, strengthen, and expand quality service programs.

Section E: To promote interagency collaboration to maximize resources and develop a model of such collaboration on the state level.

1: Enter into contractual agreements with not for profit and governmental organizations for any non-policy making functions it deems necessary, including, but not limited to, the operation of national service programs, organizing service conferences, providing professional training services, program oversight and financial management, grant writing and reporting, program and policy analysis, and other duties mandated by federal or state regulations.

2: Develop and maintain partnerships and collaborations among Corporation for National and Community Service programs and other traditional service programs.

3: Develop and maintain widespread, high public awareness of service and volunteer programs and among members serving in those programs.

Section F: To oversee the application process to apply for corporation grants and funds, and for approval of service positions.

1: Identification of state priority areas for grant applicants, as consistent with Commission purposes and annual state plans.

a: The full Commission shall hear appeals from groups or organizations denied funding as a result of Commission decisions, and provide such groups with appropriate rationale for its decisions, with the advice of the Program Committee.

Section G: To establish priorities, policies, and procedures for the use of funds received under national service laws and for funds deposited into the community service commission fund.

1: Maintain appropriate financial management systems to disburse funds and track Commission and program expenditures according to legal and grant requirements.

a: Ensure timely and accurate reporting.

2: Develop an effective monitoring process to assure grantees comply with all federal, state, and programmatic requirements.

a: Ensure that programs have established fiscal and Member tracking systems.

b: Commission may place grantees found to be out of compliance on probation by withholding disbursements if, after a staff review and appropriate grace period, the grantee has not returned to compliance.

i: The executive director, in coordination with the Program Committee, shall recommend to the Commission disciplinary measures for grantees, and the Commission shall determine the appropriate disciplinary action.

ii: The executive director, in coordination with the Executive Committee, after review of the Program Committee recommendations, may report any grantees unable or unwilling to comply with federal, state, and programmatic requirements as public record, not limited to any public regulating entities.

3: To oversee various program operations and systems within the policies and procedures provided by the Missouri Community Service Commission.

a: Work with programs to develop appropriate program objectives that are outcome based and track progress towards those objectives to ensure high quality service objectives.

b: Provide feedback to programs and take appropriate action to ensure follow through on issues.

Section H: To establish technical assistance for applicants to plan and implement service programs, and to apply for assistance under the national service laws.

1: Develop appropriate technical assistance procedures, including on-going needs assessments, to help ensure that grantees are successful in their programmatic goals and objectives, and that grantees understand all compliance issues required of them.

2: Broker or provide training and technical assistance, and help programs identify and access local and national training and technical assistance resources, to help programs meet identified needs and other requested assistance.

a: Ensure that programs attend appropriate Corporation training activities.

Section I: To maintain a fully constituted board with an appropriate structure to carry out its functions.

Section J: To maintain a staff of appropriate size and skill to carry out Commission directives.

1: The executive director shall responsible for carrying out programs, operational, fiscal, and administrative matters of the Commission.

2: Commission staff are subject to the general requirements and regulations set by the Office of Administration, and the Commission Chair shall appoint a review board for the executive director, limited to three Executive Committee members, one non commission member, and one at-large member, and shall present the review results to the Office of the Governor and the head of the agency with which it resides, on an annual basis decided by the Executive Committee.

Section K: To develop and maintain a continuous improvement process to analyze and assess Commission and program performance and identify needs.

Section L: To ensure sustainability for Commission activities, and long term support for national and community service activities by securing matching funds or other in-kind support for the Commission administrative grant from the public and private sectors.

Article V - Commission Officers

Section A - The voting members of the Commission shall elect by majority vote at a regular meeting prior to July 1, one of their members to serve as Chair and one member to serve as Vice-Chair.

1: Responsibilities of the Chair shall include, but are not limited to, presiding over Commission meetings, acting as public spokesperson on behalf of the Commission, signing official documents that the Commission has approved, deciding procedural matters, heading the executive committee, calling special meetings, and other responsibilities delegated to the Chair by the Commission.

In the event the Immediate Past Commission Chair is no longer a member of the Commission that position on the Executive Committee will be filled by an at-large member selected by majority vote of the Commission members in attendance at a regular meeting at which a quorum is present.

2: The term of the Chair shall be two years beginning July 1 and extending 24 months to June 30 and the Chair and Vice-Chair may serve no more than two consecutive terms.

a: Prior to the expiration of terms, the Chair shall appoint a nominating committee to suggest a slate of officers to be voted on at a Commission meeting prior to July 1.

3: The term of the Vice-Chair shall be two years beginning July 1 and extending 24 months to June 30, and may serve in the absence of the Chair, and shall be assigned responsibilities at the discretion of the chair.

4: The Chair of the Development Committee shall serve as the treasurer, and shall provide a report of the Commissions financial expenditures and fundraising efforts at each Executive Committee meeting and Commission Meeting.

5: The Executive Committee may appoint a member of the Commission or staff person to serve as Secretary. The Secretary shall take roll at each Commission meeting, and shall record and maintain additional copies of the minutes and other commission documents.

6: The Chair, Vice-Chair, Immediate Past Chair, or At-Large Commission member may resign at any time by submitting written notice to the Executive Director and the Office of the Governor.

a: In the event of a resignation by any member of the Executive Committee, the Executive Committee shall nominate a candidate for replacement to be voted on at the next regular or special meeting at which a quorum is present. The replacement will serve the remaining term of the resigned or replaced officer.

b: The Chair, Vice-Chair, Secretary or Treasurer may be removed from their positions for compelling and non-arbitrary circumstances as determined by Commission members with a two-thirds majority vote.

Article VI - Committees

Section A: An Executive Committee shall be established consisting of the Chair, the Vice-Chair, the five standing Committee Chairs and the Immediate Past Commission Chair or At-Large member, in the absence of an immediate Past Chair.

1: The Executive Committee, in conjunction with the Executive Director and other Commission staff, shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission, appoint members of the Commission's committees, and perform other duties as necessary or directed by the full Commission.

a: The Executive Committee, shall take no action or render any decision that is in conflict with action taken by the full Commission, except in the case of appropriation.

2: A detailed description of the Executive Committee's purpose and responsibilities shall be included a Commissioner's Handbook.

Section B: there shall be five standing committees of the Missouri Community Service Commission, whose meeting schedules and agendas shall be coordinated with the Executive Committee and the Executive Director. Each Committee shall be comprised of no less than three voting members. Ex-officio members may also serve on committees at the discretion of the Executive Committee. Detailed descriptions of each committee's purpose and responsibilities shall be included in a Commissioner's Handbook.

1: The Program Committee shall recommend to the full Commission appropriate programs for grant support, including general service initiatives and AmeriCorps programs as funds are available, and shall aid in providing program oversight in coordination with Commission staff to ensure proper implementation, and shall determine the status of each program grantee.

2: The Development Committee shall fundraise for the Commission, with assistance from the Executive Committee, and other Commission members to assist the Executive Director on meeting the fiscal requirements of the Office of Administration and the Corporation for National and Community Service.

3: The Service Committee shall plan for collaboration and coordination of all National Service and volunteerism in Missouri, shall provide educational support, shall build partnerships with other volunteer/service agencies, shall support other committees, and shall conduct a service and volunteerism policy summit.

4: The Public Relations Committee shall publicize efforts/activities of Commission and Committees, and develop methods of consistently placing service and volunteerism before the public.

5: The Legislative and Community Relations Committee shall support and promote the work of the Missouri's Community Service Commission at the local, state, and national level.

Section C: Each committee shall elect a Chair and a Vice-Chair by majority vote of its members.

1: Committee chairs are responsible for reporting committee activities to the full Commission during regular or special Commission meetings, scheduling committee meetings and conference calls, communicating important information to committee members, and tracking and evaluating committee progress towards specified goals.

2: Committee Chairs may resign at any time by giving written notice to the Executive Committee.

a: In the event of a resignation by a committee chair, members of the affected committee shall elect a new chair by majority vote.

3: The terms of the Committee Chair and Committee Vice-Chair shall be two years beginning July 1 and extending 24 months to June 30.

4: In the absence of the Committee Chair the Committee Vice-Chair shall serve as Chair of the Committee and in the absence of the Committee Chair at an Executive Committee Meeting, the

Committee Vice Chair shall be a voting member of the Executive Committee and shall be assigned other responsibilities at the discretion of the Committee Chair.

Section D: Committees may, at their discretion, invite to any meeting of the committee such person or agency representative that it may believe either would be able to provide information to the committee to aid it in its duties or would benefit from observing the actions of the committee.

Article VII - Commission Meetings

Section A: The Commission shall meet at least quarterly.

1: The Commission shall set annual meeting schedules at least six weeks prior to each calendar year.

a: Meetings may be rescheduled by the Executive Committee or the Chair, for compelling circumstances.

b: Regular quarterly meeting locations will be determined by the Chair, in coordination with the Executive Director, at least two months prior to each quarterly meeting.

2: The Executive Director shall adhere to the Missouri Sunshine Law, and shall provide a quarterly financial accounting statement of all money received and a detailed report on expenditures to be distributed at each Commission meeting.

a: Draft meeting agendas shall be first approved by the Executive Committee with the assistance of the Executive Director at least two weeks prior to each Commission meeting. Final meeting agendas will be set by the Executive Committee and published prior to the start of the scheduled meeting.

b: A vote or action can only be taken on items, which have been included in the published agenda, or matters, which result from minutes, reports, or discussions, which are part of the published agenda.

Section B: A quorum shall consist of a simple majority of voting members.

1: Members represented by proxy are considered “present” but shall not contribute to a quorum.

a: Proxy representatives may speak on behalf of the commission member s/he represents, and attendance shall be recorded in the minutes as “present”.

b: Proxy representatives may not vote on behalf of members.

c: Proxies must present to the Chair a letter of designation from the member s/he represents for each meeting attended.

2: A majority of those present at any meeting, even if less than a quorum, may vote to adjourn the meeting and schedule a new meeting.

3: If a quorum is not present at a regularly scheduled or special meeting, all actions taken, except adjournment, may be ratified by the use of electronic mail ballots.

Section C: All meetings of the Commission and its standing and special committees are subject to applicable Missouri Sunshine Laws.

Section D: Special meetings may be called between regularly scheduled meetings by the Chair, or the Executive Committee, or at the written request of one-fourth of the voting members. Notice of special meetings shall be sent to each Commission member at least two weeks in advance.

1: Special meetings shall meet all requirements of applicable Missouri Sunshine Laws.

Article VIII - Amendment of Bylaws

Section A: The Executive Committee shall review the Bylaws as needed and make recommendations for appropriate changes to the full Commission.

1: Proposed amendments shall be disseminated in writing to the full Commission at least two weeks in advance of the regular or special meeting at which the Commission will vote on the proposal.

a: Such proposed amendments will be part of the published meeting agenda.

2: Suggested amendments to existing bylaws must be submitted in writing to the Executive Committee, which shall review the proposed amendment. Suggested bylaws or amendments to existing bylaws may be submitted through any standing or special committee of the Commission, or at the written request of at least one-fourth of the voting members.

a: Suggested bylaws or amendments to existing bylaws shall be submitted to the full Commission at the discretion of the Executive Committee following an appropriate review of the proposal.

Section B: To be adopted, suggested bylaws or amendments to existing bylaws must be approved by a two-thirds majority of voting members in attendance.